

## Program Data Sheet

Name of Event: Stained Glass Class		
Date: 13 March 2007	Day of Week: Tuesday evenings	Time: 6 - 8 p.m. (6 weeks)
Location: Frame & Craft	Information Phone #: 788-2728	Price: \$50 + supplies
Program Coordinator: Arlene P. Wallace		
Phone #: 788-2728	Fax #: 788-3786	e-mail Address: arlene.wallace@us.army.mil
<p>Purpose of the Event: to promote the art of stained glass, satisfy customer needs and requests.          This is the group from our last class who wanted to go on as a group into an intermediate class. No advertising necessary for this class.</p>		

### Key POCs

Name	Requirements	Phone #	Fax #	e-mail	Actions
	Publicity				
In house	Equipment				
In house	Supplies				
	Audio/video				
	Decorations				
	Food & Beverages				
	Procurement				
In house	Set-up / Clean-up				
	Other				

## After Action Report

Financial Analysis		
Sales:	400.00	Notes: Glass classes are taught by contract instructor and we have repeat students.
COGS:	280.00	
Other Revenues:	212.00	
Labor:	Contract	
Other Expenses:		
NIBD:	332.00	

Program Analysis	
Attendance:	8 students
Elements to Change:	
NONE . this was an advanced class and all students made a lamp shade and very please with the outcome.	
Elements to Eliminate:	
Elements to Add:	